



Issuance Date: March 18, 2019

### What's New?

- [Administrative Order #11](#) – **Policy Making Procedures:** Commissioner Beyer signed this Department-wide Administrative Order, effective March 18, 2019, which establishes uniform Departmental procedures for the development, promulgation, and publication of policies and regulations.

In compliance with Administrative Order #11, the Office of Policy and Regulatory Development has created the following templates and guidance documents to assist in the drafting and editing of Department Policy:

- [Manual of Policy Style](#): the Manual of Policy Style is intended to provide all Department staff insight and direction into the policy making process. The Department writes policy in two formats: directives and statements of principle. The Manual of Policy Style provides guidance for staff to work collaboratively with the Office of Policy and Regulatory Development on the creation and revision of Department Policy.
- [Annual Certification of Policy](#): this form shall be completed by subject matter experts from each DCF Division on an annual basis to certify that all policies, forms, etc., are accurate and up-to-date, in compliance with Administrative Order #11.

- [Form Instructions Template](#): this template shall be utilized when creating or revising form instructions.
- [Policy Instructions Template](#): this template shall be utilized when creating or revising policy.
- [Policy and Regulatory Inquiry and Request Form](#): this form shall be utilized when inquiring about policy or regulations, or to request a new policy or form, or for the revision or obsoleting of an existing policy or form.
- [Policy Proposal Tracking Form](#): this form shall be utilized to request a new or revised policy/form and to track the status of a draft policy/form. When policy/form is complete, this form shall be signed by approved designee in order for policy/form to be finalized and published.

***\*Please note that all of the above can be found on the [Policy and Regulatory Development Intranet tab](#).***

## **What's Revised?**

### **Policies**

- [CPP-V-A-6-500](#), **Conditions of CP&P Payments for Funeral and Burial Expenses**: section requiring Area Business Managers to determine average funeral and burial costs every two years by municipality has been removed and replaced with a link to the New Jersey State Funeral Directors Administration (NJSFDA), which provides a comprehensive collection of statistics of the average costs of funeral and burial costs. CP&P staff shall now utilize this link to determine the cost, as the Area Business Managers will no longer provide this information.

**As a reminder, there are known issues with the Policy Manual search function that are being reviewed. If you need assistance finding or verifying a policy,**

**please contact the Office of Policy and Regulatory Development at 609-888-7030 or [policy@dcf.nj.gov](mailto:policy@dcf.nj.gov).**

Click [here](#) to view *Policy Updates*

If you have any questions, please contact the Office of Policy and Regulatory Development at [policy@dcf.nj.gov](mailto:policy@dcf.nj.gov) or 609-888-7030.